

SOCIAL SERVICE TECHNICIAN REGISTRATION GUIDE

REGISTRATION REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain registration)

APPLICATION AND FEES

- ☐ Online Application for a Social Service Technician Registration - Complete all fields, answer all questions, and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus.

- ☐ Application Fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

Social Service Technician Registration – \$43.20

Social Service Technician Reregistration – \$63.20

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- ☐ Criminal Background Check – Once the application is received, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking reregistration, if the registration expired within the last three years.)
- ☐ Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest, and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- ☐ Human Trafficking – Beginning December 22, 2021, individuals seeking registration must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2929 prior to being issued a license. The training must only be completed one time.
- ☐ Social Security Number – An individual applying for registration is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ☐ Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license or registration as a social service technician. Verification includes, but is not limited to, showing proof that the applicant’s license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

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- ☐ English Language Proficiency – An individual applying for registration must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under [R 338.7002b\(2\)](#) of the Public Health Code – General Rules.

REQUIREMENTS FOR REGISTRATION

If an individual held a Limited Social Service Technician License:

- ☐ Submit the Supervisor's Verification of Social Work Experience Form to show proof of supervised hours completed in compliance with the requirements of subrules (2), (3), and (4) of R 338.2933. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

If an individual never held a Limited Social Service Technician License:

- ☐ Submit the Certification of Education for Social Service Technician Registration form to show proof of completion of an associate degree in Social Work from an accredited college. The form must come directly from the school and can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
 - If the educational program was not taught in the US or Canada, please submit a credential evaluation from the Council on Social Work Education (CSWE). Credential evaluations can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

OR

- ☐ Submit the Certification of Education for Social Service Technician Registration form to show proof of completion of a minimum of 60 semester or 90 quarter credit hours from an accredited college including a minimum of 20 semester or 30 quarter credit hours of relevant human services course work. The form must come directly from the school and can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

AND

- ☐ Have your supervisor submit the completed Supervisor's Verification of Social Service Employment form confirming current employment in the practice of social work. The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

INFORMATION FOR SOCIAL SERVICE TECHNICIAN LICENSURE BY ENDORSEMENT

- ☐ Endorsement applicants that have an active license and have been licensed for **more than** 10 years before the date of application for Michigan registration, it is presumed that the applicant meets the requirements of section 16186 of the code, MCL 333.16186.

If an individual held a Limited Social Service Technician License in another state:

- ☐ Endorsement applicants that have been licensed **less than** 10 years must Submit the Supervisor's Verification of Social Work Experience Form to show proof of supervised hours completed in compliance with the requirements of subrules (2), (3), and (4) of R 338.2933. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

If an individual never held a Limited Social Service Technician License in another state:

- ☐ Submit the Certification of Education for Social Service Technician Registration form to show proof of completion of an associate degree in Social Work from an accredited college. The form must come directly from the school and can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
 - If the educational program was not taught in the US or Canada, please submit a credential evaluation from the Council on Social Work Education (CSWE). Credential evaluations can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

OR

- ☐ Submit the Certification of Education for Social Service Technician Registration form to show proof of completion of a minimum of 60 semester or 90 quarter credit hours from an accredited college including a minimum of 20 semester or 30 quarter credit hours of relevant human services course work. The form must come directly from the school and can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

AND

- ☐ Have your supervisor submit the completed Supervisor's Verification of Social Service Employment form confirming current employment in the practice of social work. The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE REGISTERED IN A PROVINCE OF CANADA (These are in addition to the requirements stated above that apply to ALL Applicants)

- ☐ Verification of the completion of the educational requirements for a social service technician license in a province of Canada or another state to obtain licensure or registration as a social service technician in a province of Canada or another state. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- ☐ Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada which you hold or ever held a license or registration as a social service technician. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

REQUIREMENTS FOR SOCIAL SERVICE TECHNICIAN REREGISTRATION

- ☐ Online application can be completed by visiting www.michigan.gov/miplus. Once logged in, select **Licenses**, select "**Modification**" next to your license number and then select "**Reregistration.**"
- ☐ Registrations lapsed for less than 3 years may be reregistered, as provided under section 16201(3) of the code, MCL 333.16201(3), upon submitting a completed application and required fee.
- ☐ If the registration has been lapsed more than 3 years, please submit the Supervisor's Verification of Social Service Employment Form confirming current employment in the practice of social work. The form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application For Social Service Technician Renewal – Can be completed by visiting www.michigan.gov/miplus.
- ☐ Renewal Application Fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

Social Service Technician – \$81.00
- ☐ Renewal Cycle:

Social Service Technician – 3 Years
- ☐ Good Moral Character Questions – Documentation will be required if you answer "yes" to either question to show at the current time you have the ability to, and are likely to, serve the public in a

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fair, honest, and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.

- ☐ Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- ☐ Human Trafficking – Beginning in 2021, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2929 prior to renewing their license. The training must only be completed one time.
- ☐ Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the following continuing education requirements during the 3-year period immediately preceding the application for renewal.

HELPFUL RESOURCES AND FORMS

- ☐ By visiting www.michigan.gov/healthlicense and clicking on the Social Work link you can access the following helpful resources and forms:

Resources:

- ☐ Public Health Code
- ☐ Administrative Rules for Social Work

Form(s):

- ☐ Supervisor’s Verification of Social Service Employment
- ☐ Supervisor’s Verification of Social Work Experience for Social Service Technician
- ☐ Certification of Education for a Social Service Technician